

S-E-C-R-E-T

OFFICE OF TRAINING

NOTICE
NO. 25-58

16 September 1958

SUBJECT: United Givers Fund & Public Service Aid Society Campaigns

1. The 1958 United Givers Fund campaign and the third annual campaign of the Public Service Aid Society will be conducted in the Agency during the period 19 September to 31 October.
2. All OTR personnel are asked to contribute as generously as possible to these worthwhile causes. I hope we can equal the fine record of the 1957 campaign when OTR exceeded its assigned quota.
3. The Time & Attendance clerks will again serve as keymen in these campaigns. Questions concerning the campaigns may be directed to your keyman or to [REDACTED] extension 3735.
4. All keymen will attend the "kick off" meeting at 1530 hours, Friday 19 September in Room 1402 I Bldg.

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MATTHEW BAIRD
Director of Training

Distribution:
All OIA Personnel

This document is part of an integrated file. If separated from the file it must be subjected to individual systematic review.

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